

EXHIBIT A TO ORDINANCE NO. 60-19
CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title: Social Worker (Non-Clinical)	Civil Service Status:
Department:	FLSA Status:
Immediate Supervisor:	Bargaining Unit Status:
Employment Status:	Positions Supervised:

JOB RESPONSIBILITIES:
Performs other related duties as required

Identifies those in need (e.g., individuals, families, groups, etc.) and determines nature of clients' situation; identifies and coordinates City and community resources to provide social services to constituents; advocates for and develops plans to improve clients' well-being; assists and guides clients in coping with and solving everyday problems; complies with federal, state, and local legal requirements.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Bachelor's degree from an accredited four-year college or university with a major in social work; prior work experience with older adults and related community resources preferred; or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must be a Licensed Social Worker in the State of Ohio; must possess a valid State of Ohio driver's license and remain insurable under the City's vehicle insurance plan.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Conducts interviews and assessments (e.g., medical, psychological, emotional, and social information) to identify individuals, families, or groups in need of services and/or community resources; develops plans to improve clients' well-being; establishes course of action by exploring options with client and setting goals; helps clients cope with and solve everyday problems; researches and coordinates provision of necessary services with other community agencies/resources; develops contacts and working relationships with other community agencies and providers; complies with federal, state, and local legal requirements.

Maintains accurate records of individual cases by documenting clients' situations and actions; monitors planned actions through periodic follow-ups; responds to clients in crisis situations.

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Travels to conduct on-site visits and attend community meetings.

Maintains accurate records of individual cases by documenting clients' situations and actions; monitors planned actions through periodic follow-ups; responds to clients in crisis situations; communicates with Department Head; maintains confidentiality of records and information.

Remains informed of current developments and procedures pertinent to duties; participates in staff development activities; attends staff meetings and administrative conferences.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City government structure and process; City and departmental policies and procedures;* social work techniques; adult services; community resources and services; case management; social services policies, programs, rules, and regulations; English grammar and spelling.

Skill in: computer operation and the use of job-related software; data entry; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action, exercise independent judgment and discretion, deal with problems involving several variables within familiar context; exercise independent judgment and discretion; effectively handle job related pressures; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; understand a variety of written and/or verbal communications; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; maintain confidentiality of information and records; develop and maintain effective working relationships; maintain objectivity; define problems, collect data, establish facts, and draw valid conclusions; use proper research methods to gather data: travel to and gain access to work sites.